

# BID SOLICITATION

Page 1 of 9  
Printed: 3/17/2003



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
CAPITOL HILL  
PROVIDENCE RI 02908

**BID NUMBER: B02131**

**TITLE: HVY EQUIP (SPECIAL.)MAINT/RPR.**

**BID OPENING DATE AND TIME:**

**04/07/2003 10:30 AM**

BUYER: STEPHEN HARRIS

PHONE #: (401) 222 - 2142 ext. 127

BLANKET PERIOD: 4/1/03 - 3/31/04

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Requisition Number(s): MPA #91

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENT: 4/1/03 - 3/31/04  MPA #91				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p><b>BIDDING</b></p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p><b>ORDERING</b></p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	<p>STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).</p> <p>REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number.</p> <p>Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD:</p> <ul style="list-style-type: none"><li>* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS &amp; OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER.</li><li>* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION.</li><li>* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.</li><li>* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.</li><li>* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION &amp; INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.</li></ul>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>EACH BIDDER MUST BE PERMANENTLY LOCATED WITHIN 60 MILES/1 HOUR OF AGENCY LOCATION.</p> <p>EACH BIDDER MUST BE A MANUFACTURER OR STOCKING DISTRIBUTOR/DEALER AT THE TIME OF BID SUBMITTAL AND MUST MAINTAIN THAT STATUS FOR THE LIFE OF THE CONTRACT OR AWARD. BIDDER CANNOT BE A BROKER.</p> <p>DEMONSTRATION AT LOCATION CONVENIENT FOR THE STATE MAY BE REQUIRED.</p> <p>BID A FLAT RATE PER YEAR FOR PREVENTIVE MAINTENANCE AT 6 MONTH INTERVALS:</p> <p>SEE ATTACHED SPECIFICATIONS</p>				
1.0	<p>929-68 ASPLUNDH MODEL LN-55 PLATE NO. 156</p>	1.00	YR		
2.0	<p>929-68 HYDRAULIC PLATFORM PLATE NO. 302</p>	1.00	YR		
3.0	<p>929-68 DURA LIFT MODEL: TUF-35 PLATE NO. 315</p>	1.00	YR		

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4.0	929-68 ELLIOT HI REACH MODEL: E.C.E. 50 PLATE NO. 233	1.00	YR		
5.0	929-68 AGROLIFT MODEL: 5TVH-30 PLATE NO. 431	1.00	YR		
6.0	929-68 VERSALIFT MODEL: 5HV-28-PI PLATE NO. 103	1.00	YR		
7.0	929-68 DURALIFT MODEL: TUF-35 PLATE NO. 129	1.00	YR		
8.0	929-68 REACH ALL MODEL: OC-52 PLATE NO. 156	1.00	YR		
9.0	929-68 HYDRAULIC PLATFORM PLATE NO. 1588	1.00	YR		

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Item	Class-Item	Quantity	Unit	Unit Price	Total
10.0	929-68 VERSA LIFT MODEL: 5HV-26-PI PLATE NO. 1622	1.00	YR		
11.0	929-68 SERVE LIFT MODEL: TU-37 PLATE NO. 2250	1.00	YR		
12.0	929-68 REACH ALL MODEL: UB-60 PLATE NO. 444	1.00	YR		
13.0	929-68 NATIONAL - TRUCK CRANE MODEL: 1295 PLATE NO. 584	1.00	YR		
14.0	929-68 IF UNITS NEED DI-ELECTRIC TESTING OF FIBERGLASS INSERTS ADD:  REPAIRS: SPECIFIC JOB COSTS	1.00	EA		
15.0	929-68 LABOR: HOURLY RATE FOR AUTHORIZED WORK - SHOP	1.00	HR		

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16.0	929-68 LABOR: HOURLY RATE FOR AUTHORIZED WORK - ROAD  PARTS:  LIST MANUFACTURER'S NAMES AND CATALOG NUMBERS AND PERCENT DISCOUNTS FROM LIST PRICES FOR PARTS.  _____ % _____ % _____ % _____ %  INCLUDE ADDITIONAL SHEET IF NECESSARY  USED PARTS NOT ACCEPTABLE.  DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.	1.00	HR		
				<b>TOTAL:</b>	

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**BID DOCUMENT**  
**HEAVY EQUIPMENT (SPECIALIZED) - MAINTENANCE & REPAIR**  
**(MPA 91)**  
**BID NO. B02131**

The Rhode Island Department of Administration's Division of Purchases, on behalf of the Department of Transportation (RIDOT) Maintenance Division, is soliciting bids from qualified firms to provide preventive maintenance and repair services for Personnel Lift Equipment owned by RIDOT, in accordance with the terms of this Bid Document.

**CONTRACT PERIOD**

Contracts will be effective for a period of 12 months from the date of award based on a determination of continued need for the service and acceptable performance by participating vendor(s) & may be subject to an extension of up to 24 months.

**BID REQUIREMENTS**

Offerors may submit any information descriptive of their ability to provide the service(s) requested, but **MUST** complete and return the enclosed "BID SUMMARY" and "BID PRICING - ATTACHMENT A" in order to be considered. Failure to provide all required information, or to provided all required signatures by an officer or authorized agent of the offeror may result in the rejection of the offer in its entirety.

Offers reflecting alternate scope(s) of work, or terms and conditions will be considered, but must be submitted under separate cover.

**CONTRACT AWARD**

Contracts will be made within sixty (60) days of the date(s) indicated for submission to the offeror(s) who are determined to represent the lowest overall cost to the State on the basis of their responsiveness to the requirements of this Request and their apparent responsibility, capability, and the State's satisfaction with demonstrated performance. The State reserves the right to make multiple awards for any individual requirement.

**EVALUATION OF OFFERS**

The evaluation of offers will be based on a comparative determination of the extent to which each offeror's submission meets the goals, intent, and requirements set forth herein.

**BID DOCUMENT**  
**HEAVY EQUIPMENT (SPECIALIZED) - MAINTENANCE & REPAIR**  
**(MPA 91)**  
**BID NO. B02131**

Criteria to be considered are:

1. Bidder's qualifications, areas of primary competence and demonstrated preventive maintenance and repair service record with Fleets of personnel lift equipment.

Based, at a minimum, on the required: Bid Summary  
Bid Response: Cost Proposal  
Bidder Background Survey

2. Where applicable, State's level of satisfaction with individual bidders on the quality, quantity, documentation and cost of their completed work orders for preventive maintenance and repair of personnel lift equipment specifically including consideration of:

- A. Appropriateness of Services Quoted  
inc: Patterns of Scope of Work on Repair Work Orders
- B. Completeness and Reliability of Services Rendered  
inc: Frequency of Necessary Rework or Corrective Follow-up
- C. Capacity for Resolution of Problems  
inc: Availability/Receptivity of Discuss Problems  
Frequency of Effective resolution
- D. Timeliness of Services Rendered  
inc: Turnaround Experience  
Queue Priority Afforded State Work Orders
- E. Documentation of Services Rendered  
inc: Compliance with Contract Terms
- F. Overall Cost of Services Rendered  
inc: Annual PM and Repair Costs per Vehicle and/or Sets of Vehicles

The State reserves the right to conduct a Pre-Award Survey of the facilities of any offeror, and to conduct interviews with offerors to obtain additional or supplementary information to assist the evaluation of offers, or to verify information provided in response to this bid.

**BID DOCUMENT**  
**HEAVY EQUIPMENT (SPECIALIZED) - MAINTENANCE & REPAIR**  
**(MPA 91)**  
**BID NO. B02131**

The State reserves the right to reject any or all offers.

**INQUIRIES**

Inquiries concerning this Bid should be directed as follows:

- With regard to technical/operational concerns...

Angela C.  
DOT/Maintenance Division  
Telephone: (401) 222-2378

- With regard to the terms and conditions governing this Bid, the evaluation of offers received in response to this Bid, and/or any awards arising out of responses to the Bid...

Stephen A. Harris  
Buyer  
Administration/Division of Purchases  
Telephone: (401) 222-2142, ext. 127

# BID SUMMARY

## GENERAL INFORMATION

1. BIDDER'S FULL NAME AND ADDRESS:

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YEARS IN BUSINESS

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2. LOCATION(S) OF ALL SERVICE FACILITY(IES):

ITEM	NUMBER OF SERVICE DAYS	NUMBER OF SERVICE PERSONNEL	# OF SERVICE VEHICLES	# EMPLOYEES ASSIGNED TO SERVICE VEHICLES
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
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3. SERVICE AVAILABILITY (Check all that apply):

[ ] WEEDAYS (\_\_\_ A.M. TO \_\_\_ P.M.) [ ] AFTER HOURS (\_\_\_ A.M. TO \_\_\_ P.M.)  
[ ] WEEK-ENDS [ ] HOLIDAYS

4. SERVICE CAPACITY:

Number of Vehicles that can be worked on simultaneously, i.e., within a single day:

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5. SERVICE RADIUS:

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(Note: Additionally, describe any and all limitations to, restrictions on, or exclusions from service area.)

6. DIAGNOSTIC AND TEST EQUIPMENT: (AT EACH LOCATION)

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7. FLEETS OF SIMILIAR EQUIPMENT PREVIOUSLY OR CURRENTLY SERVICED:

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BID SUMMARY

8. WARRANTY ON PARTS AND WORKMANSHIP: \_\_\_\_\_

(Note: Unless exceptions and limitations are specifically noted, the State will assume that all warranties are full and unconditional, and cover a period of not less than twelve months from the date of service/installation.)

9. TIME REQUIRED FOR PREVENTIVE MAINTENANCE INSPECTIONS, FROM THE TIME OF PICK-UP TO THE TIME OF REDELIVERY TO THE STATE FACILITY (including travel time) IN HOURS:  
\_\_\_\_\_

# NOTICE

Vendor should bear in mind that overlapping and/or combining of requirements may be necessary to prevent delays and provide for a more responsive workflow.

Special requirements such as location, impending storms, vendor workload, etc. may also necessitate a one-time or temporary change from actual award.

Should any of the above transpire, it should not be misinterpreted to be a permanent change from the award or an attempt to circumvent the proper implementation of the award(s).

Also bear in mind that the State reserves the right to solicit prices on any extraordinary repairs.

Vendor(s) should be aware that documentation verifying the accuracy of parts prices and labor charges may be required periodically as part of normal auditing procedures.

In no event will any individual work order exceed \$15,000 without prior written approval of the Division of Purchases. Splitting individual requirements that exceed \$15,000 into more than one work order shall not be allowed.

## SCOPE OF WORK

REVISED

Personnel lift equipment to be serviced and repaired under this proposal are listed by, make, model and registration plate number on Attachment A.

Vendor to inspect and maintain said vehicles and to check all fluid levels incident to the operation of the equipment. Vendor will also do necessary testing, excluding the chassis, to properly adjust pressure settings, and adjust, repair and/or replace pumps, pistons, pivot points, platforms, brackets, and any other appurtenance indigenous to the equipment. Each operating function of the equipment being serviced is to be tested in accordance with the procedures recommended by the original equipment manufacturer. A "check-off list" is to be developed by the vendor during the initial service which will be utilized during successive visits. The "check list" will be used to confirm that each function has been tested and is operating properly. In addition, the vendor will certify after each service, the equipment has been inspected and is safe for its intended uses.

Maintenance will normally be performed at the vendor's facility as scheduled by the Superintendent of Maintenance jointly with the vendor. Work beyond the normal preventive maintenance and regular inspection to be subject to prior authorization of the Superintendent of Maintenance.

## INVOICE AND PAYMENT TERMS

- o Invoicing for EACH authorized WORK ORDER must be submitted IN QUADRUPLICATE to:

Superintendent of Maintenance  
DOT/Maintenance Division  
21 Okie Street  
Providence, RI 02908

Invoices not sent in QUADRUPLICATE will be returned for resubmission.

These copies are necessary for: DOT Maintenance Division  
STATE FLEET -Vehicle File  
STATE FLEET -Vendor File  
STATE CONTROLLER



SCOPE OF WORK -continued

Each invoice must clearly designate:

- Vehicle Registration Number
- State-issued Work Order Authorization Number
- Unit Cost for all Preventive Maintenance Services Completed
- Itemized Charges for Repair Work: Labor Hours and Rates  
Identification and Charges  
for Parts  
Pick-up/Delivery Fees  
Etc.

Note: No "Miscellaneous", "Supplies" or "Freight" Charges will be accepted; Any Invoices Including such will be RETURNED.

- Hours of Service (Time and Date IN and OUT).

NOTE: INVOICES SUBMITTED DIRECTLY TO STATE FLEET OPERATIONS ONE  
CAPITOL HILL WILL NOT BE PROCESSED FOR PAYMENT.

- o Arrangements for Payment will be processed in accord with established Department of Administration-State Fleet Operation procedures. DOT Maintenance Division will forward invoice and authorization documents to State Fleet once services rendered under each work order have been inspected for quality and completeness and are satisfactorily accepted.

ADDITIONAL INFORMATION

Additional information which would prove useful in the evaluation process is invited. Information solicited includes, but is not limited to the following:

- Special skills, certifications, and/or licensure held by employees of an offeror to perform specialized analysis or repair;
- Method(s) employed to schedule work;
- Method(s) employed to inspect work;
- Method(s) employed to control and procure parts inventory;
- Approximate average value of parts inventory;
- A listing of major or specialized equipment not described elsewhere herein;
- Provisions for rework or corrective work.